

24 JUL 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 21 July 1967

1. University Associate: Chief, Recruitment Division, Mr. Charles

25X1A [REDACTED] Recruitment Officer, met on 17 July

25X1A with [REDACTED] prospective University Associate of

Howard University. The purpose of the visit was to thank [REDACTED]

for his interest and to explain our Associate Program. Both Messrs.

25X1A [REDACTED] sincerity and
interest in our program.

2. Special Vietnamese Program: Four additional Army officers

were processed during the past week and cleared for duty with the

Pacification Program, filling the Army quota [REDACTED] Two additional

Air Force officers are scheduled to report on 2 August for interviews

and processing. If they are found acceptable for the Program, we

will have met our quota [REDACTED]

3. Benefits for Certain Contract Employees: During the past

week the Chief, Benefits and Services Division and the Chief, Contract

Personnel Division finished up the component briefings concerning

the granting of Civil Service Retirement, FEGLI and Federal Health

Benefits to certain contract employees. Discussions were held with

Directorate of Science and Technology representatives, Central Cover

Staff representatives and the Administrative Officer of the Directorate

of Intelligence.

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This week the Chief, CPD met with Clandestine Services representatives in a session to rework and amplify the original draft of a Clandestine Services field book dispatch concerning the above benefits programs. The group also discussed a draft of a sample contract for use by the Field in implementing these programs. Messrs. [REDACTED]

25X1A

are hoping to coordinate and publish the book dispatch on a priority basis.

25X1A

[REDACTED]
for Emmett D. Echols
Director of Personnel

Distribution:

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17 JUL 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 14 July 1967

1. Fringe Benefits for Contract Employees: During the past week the Chief, Benefits and Services Division and the Chief, Contract Personnel Division conducted two joint briefing sessions concerning the granting of Civil Service Retirement, FEGLI and Federal Health Benefits to contract employees who are U. S. citizens. One group consisted mainly of Clandestine Services personnel officers. The second was composed of administrative officers in the Support Services and Directorate of Intelligence components. The purpose of the meetings was to pass along information about the programs and to discuss the mechanics of implementation.

2. Reserve Training: Thirty-eight Agency Military Reserve Officers reported to the Special Warfare Center, Fort Bragg, North Carolina on 10 July 1967 for their active duty training -- a two-week course of instruction on "Psychological Operations." Their training will end on 21 July 1967.

3. Suggestion Awards: During Fiscal Year 1967, several major significant suggestion or invention cases were resolved that had been undergoing research and development action for several years. As a result, the Agency made an all-time record in cash awards over the previous record of \$26,755 in Fiscal Year 1965 and more than double the Fiscal Year 1966 figure.

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The measure of suggestion "quality", namely, the average cash award rate, substantially exceeded the previous record of \$250 for Fiscal Year 1965.

Comparative figures for the past two fiscal years are:

	<u>Eligible Sugg's</u>	<u>Inelig. Sugg's</u>	<u>Total Sugg's</u>	<u>Sugg's Adopted</u>	<u>Awards Paid</u>	<u>Average Cash Award</u>	<u>Adoption Rate</u>
FY 1967	331	95	426	96	\$28,780	\$323	29%
FY 1966	298	141	439	105	13,417	144	35%

It should be noted that the volume of eligible suggestions increased during Fiscal Year 1967 whereas the ineligible categories dropped substantially. This indicates that employees participating in the program are understanding the eligibility rules to a higher degree.

While the adoption rate of 29% was well below our all-time FY 1966 record of 35%, we are ahead of the typical government-wide average of about 25%.

Tangible awards made during FY 1967 realized first year use savings of \$842,060. Benefits from awards made for intangible benefits, if calculated at the 5% awards ratio, would reach an additional \$313,100 for a combined savings and benefits figure of \$1,155,160.


4. Report on EAA Sales Campaign: The modest commodity sales program conducted by EAA was successful, we believe, in view of the limitations governing the manner in which the campaign was to be conducted. Gross sales amounted to \$15,050, gross profits to EAA were \$3,650. The remaining inventory which can be used for the next sales campaign amounts to \$1,105. Salary expenses for the part-time help amounted to \$748.27. Thus, net income amounted to \$1,796.73 but the inventory is still available and will reduce expenditures for inventory for the next sales campaign.

We are now planning for a late summer--early fall campaign. Specific information will be submitted for policy approval.

5. Semi-annual Report on Barbershop: Except for an anticipated seasonal dip, the number of haircuts thus far this year is above any previous years -- this, despite the fact that the price of haircuts increased to \$2.00 effective 16 January 1967. We have alerted the barbershop manager to the possible need for a fifth barber. He is maintaining a close watch to ensure that employees are not being turned away. At such time as this becomes a problem, the manager is prepared to assign another barber. See attached chart which compares the number of haircuts for the first six months of 1967 against the number of haircuts during 1965 and 1966.

6. Metropolitan Police Boys' Club Fund Drive: The fund drive for the Metropolitan Police Boys' Club which was conducted during the period 19 - 30 June 1967 resulted in contributions by employees of \$201.15 as compared with \$190 contributed last year.

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Emmett D. Echols
Director of Personnel

Att.

Distribution:

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1 - IG

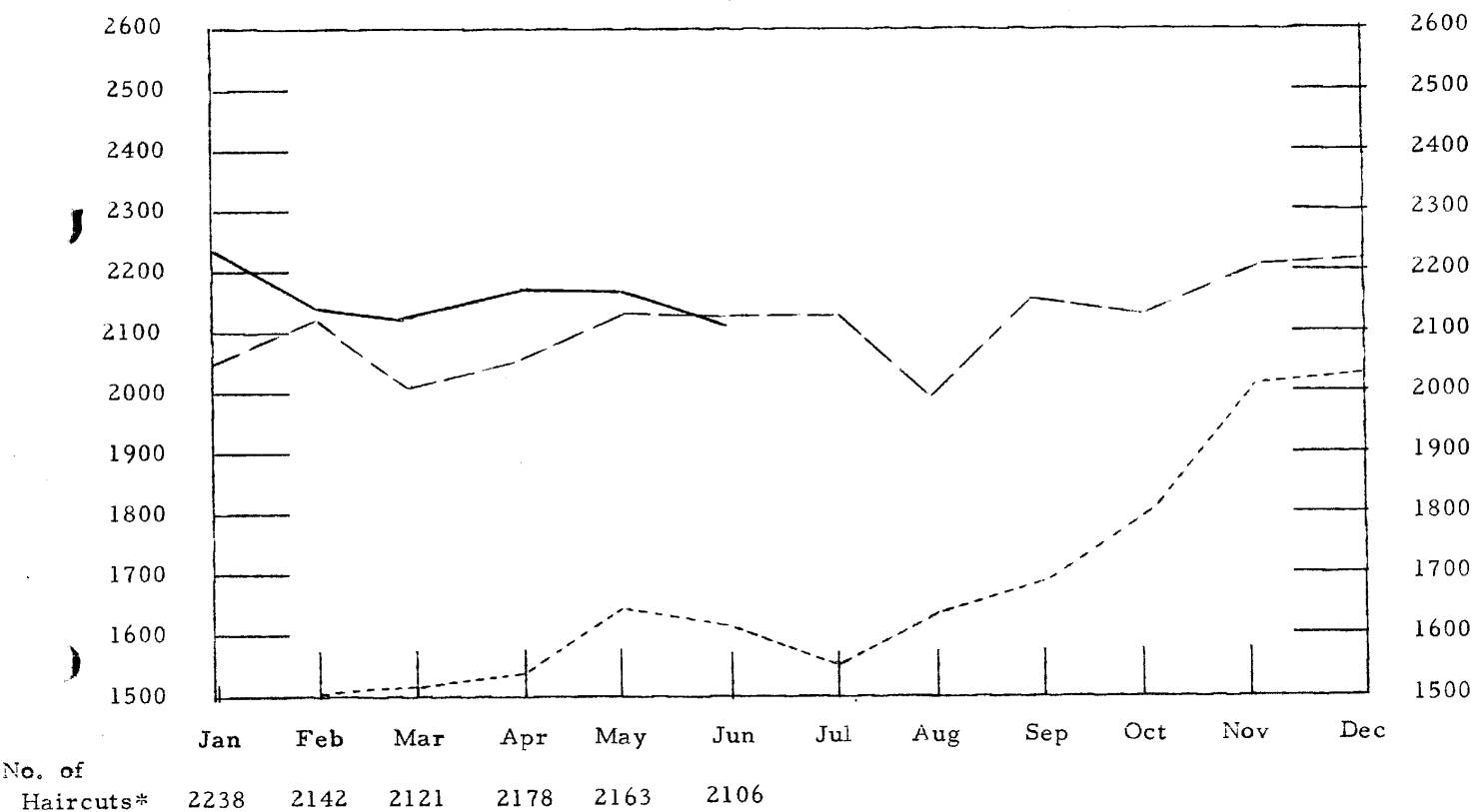
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NUMBER OF HAIRCUTS PER MONTH
FOR CALENDAR YEAR 1967



— 1967
- - - 1966
. . . 1965

* Figures adjusted for 21 workdays per month.

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